

**MEETING MINUTES**  
**MILPITAS CITY COUNCIL**  
**RULES SUBCOMMITTEE**

<b>Minutes of:</b>	<b>City Council Rules Subcommittee</b>
<b>Date:</b>	<b>Friday, June 7, 2019</b>
<b>Time:</b>	<b>9:00 AM</b>
<b>Location:</b>	<b>Milpitas City Hall, Committee Room</b> <b>455 E. Calaveras Blvd., Milpitas, CA</b>

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1. Call to order and Roll Call: Meeting was called to order by Mayor Tran at 9:07 AM. Mayor and Vice Mayor Dominguez were present along with City Attorney Chris Diaz, Assistant City Manager Ashwini Kantak, Interim City Manager Steve McHarris and City Clerk Mary Lavelle
2. Approve Meeting Minutes – Minutes of May 30, 2019 meeting were approved.
3. Public Forum - none
4. Discuss Draft Guidelines

Assistant City Manager Ashwini Kantak asked City Councilmembers for feedback on the draft Guidelines (Scope document) for the Rules Subcommittee. She presented key points in a powerpoint presentation.

Ms. Kantak displayed and identified features of a draft Council Agenda Request Form, designed for 2 Councilmembers to make a request for an item to go on a City Council agenda. Forms would be reviewed (though not approved or denied) by the Rules Subcommittee at its regular meetings.

Councilmembers asked the City Attorney how he would review the form. He offered to view it prior to any Rules Subcommittee meeting, and then could comment at the public meeting on the legality of any item requested by a Councilmember for a future agenda.

Vice Mayor Dominguez suggested Council work together and she urged all Councilmembers to be prepared to reduce questions at City Council meetings about consent items by asking questions ahead of time. This could reduce overall time of meetings. Mayor Tran agreed, noting Councilmembers can call staff with questions.

Ms. Kantak reported she would revise and submit for final approval of City Council on June 18: the agenda item request form, criteria for consent calendar items including when to discuss if pulled, and revised Guidelines including a section on agenda management.

5. Adjourn: Mayor Tran adjourned the meeting at 10:15 AM. The next Rules meeting would be scheduled on Friday, August 9.

*Minutes prepared by  
Mary Lavelle, City Clerk*